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| Post Applied for: | Headteacher |
|--------------------------|-------------|

PLEASE COMPLETE ALL SECTIONS IN BLACK TO FACILITATE PHOTOCOPYING

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry).

| 1 Personal details | | | |
|-------------------------|--|------------------------------------|--|
| Surname: | | Preferred Title: | |
| First name(s): | | Previous surname: | |
| Home address: | | Present address: (if different) | |
| Post code: | | Post code: | |
| Telephone (home): | | Telephone (work): | |
| Telephone (mobile): | | e-mail: | |
| Date of Birth: | | | |
| National Insurance No.: | | DfE Teacher Ref. No.: | |
| Date of Recognition: | | | |

| 2 Education (higher) <i>List all higher qualifications including degrees and post graduate qualifications</i> | | | | | | | | |
|---|----|------------|-------|-----------------------|--------------|------------|------------|---------------|
| From | To | University | FT/PT | Qualification awarded | | | | Date of award |
| | | | | Degree | Subject | Class | Division | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | PGCE | Main subject | Second sub | Key stages | |
| | | | | | | | | |
| | | | | | | | | |

| 3 Education (secondary) | | |
|-------------------------|----|------------------|
| From | To | Establishment(s) |
| | | |
| | | |

| 4a Examination results – LEVEL 3 (school/college) <i>Give details of all qualifications obtained</i> | | | |
|--|------------------|---------|---------------|
| Date | A-level or other | Subject | Results/Grade |
| | | | |
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9 Periods not accounted for in previous sections since age 18 Give all details

| From | To | Details |
|------|----|---------|
| | | |
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| | | |
| | | |

10 Leisure interests State briefly what your main leisure interests are, particularly if they are relevant to teaching.

11 References Give full details of two referees who may be approached now. **Relatives/friends are NOT acceptable.** (If you are currently employed as a teacher, your main referee **must** be your present headteacher)

| | | | |
|----------------|--|----------------|--|
| Name: | | Name: | |
| Status: | | Status: | |
| Establishment: | | Establishment: | |
| Address: | | Address: | |
| | | | |
| Postcode | | Postcode | |
| Telephone: | | Telephone: | |
| e-mail: | | e-mail: | |

If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.

12 Other information

From what source did you learn of this vacancy?

Are you a relative or partner of any employee or governor of the School? Yes/No

If yes, please give details:

Has someone else completed this form on your behalf? Yes/No

If yes, please provide the person's name and an explanation:

13 Rehabilitation of offenders act

All posts in Schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as 'spent'. The existence of a criminal

background does not automatically mean that you cannot be appointed but it may do so. Failure to disclose any such convictions could result in dismissal or disciplinary proceedings by the school. Any information will be treated confidentially.

Have you ever been convicted of a criminal offence by a Court of Law?

Yes/No

If yes, please attach details in a sealed envelope, including the offence and the date:

CRIMINAL RECORDS CHECK - DISCLOSURE & BARRING SERVICE (DBS)

From 1st December 2012, the Criminal Records Bureau (CRB) will merge with the Independent Safeguarding Authority (ISA) to form the Disclosure & Barring Service (DBS) and new disclosure certificates received by the Council will be branded DBS. If you are appointed, you will be required to complete a disclosure application that will be sent to the DBS. The DBS will provide a report to you and to the local authority on whether you have any history of criminal convictions, including cautions and bind-overs.

THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide documentary evidence of their right to live and work in the UK.

14 Declaration

I certify that the information given above and overleaf is correct to the best of my knowledge. I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.

I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act 1988.

I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.

Signature:

Date:

We prefer to receive applications electronically to smithh@albanacademiestrust.org.uk Receipt of this application may not be acknowledged unless specifically requested (in which case if sending via post please enclose S.A.E)

YOU NOW NEED TO COMPLETE A COVERING LETTER OF APPLICATION

Please note that this letter is in place of a person specification form and should contain information relevant to your application and suitability for the role. A pro forma is not available